



Locating Your Information in HR Links and Other HR Systems

You can find HR-related information in HR Links and other HR systems.

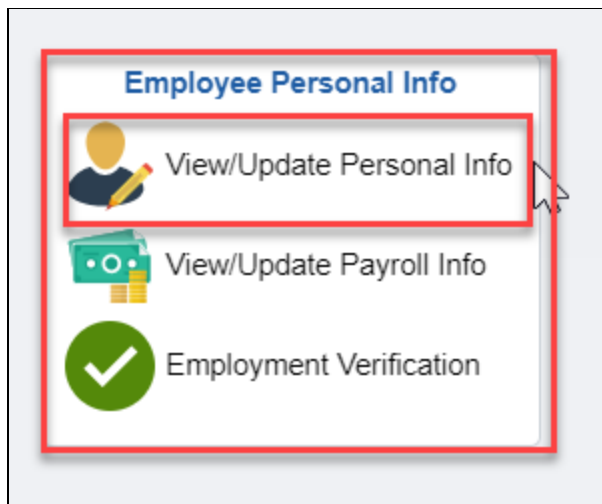
<u>HR Links</u>	<u>Employee Express</u>	<u>Electronic Official Personnel Folder (eOPF)</u>
<ul style="list-style-type: none">• Award Preference (time off or monetary)• Background investigation• Benefits information• Disability status• Email• Emergency contacts• Employee Information• Employment Verification• Ethnicity• Home and Mailing Address• Leave balances• Name• Personnel Actions, Position Information, and Pay Information• Phone Numbers (Business & Personal)	<ul style="list-style-type: none">• Direct Deposit (EFT) and financial allotment information• Federal and State tax withholding amounts• Leave Category (how much annual leave you earn per pay period)• Bi-Weekly Leave and Earning Statements• Tax Forms such as W-2, W-2c, 1095-C, 1099-C	<ul style="list-style-type: none">• Beneficiary forms (life insurance, TSP and retirement)• Documentation of military service• Insurance election forms (health and life)• Performance appraisals• Standard Form 50s (SF-50s)• More!

Need more help?

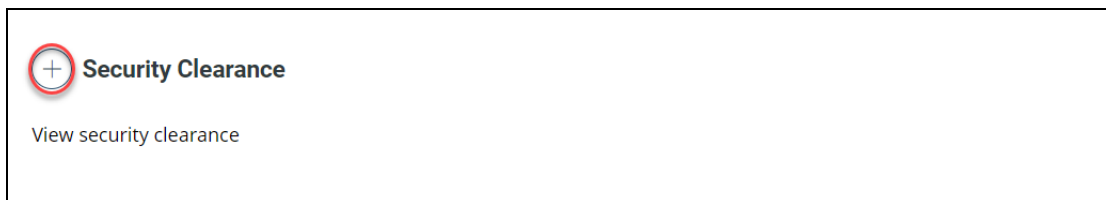
- View our user guides and training videos on the [GSA Corporate Apps site](#), or
- Contact your [servicing human resources office](#).

View your background investigation level

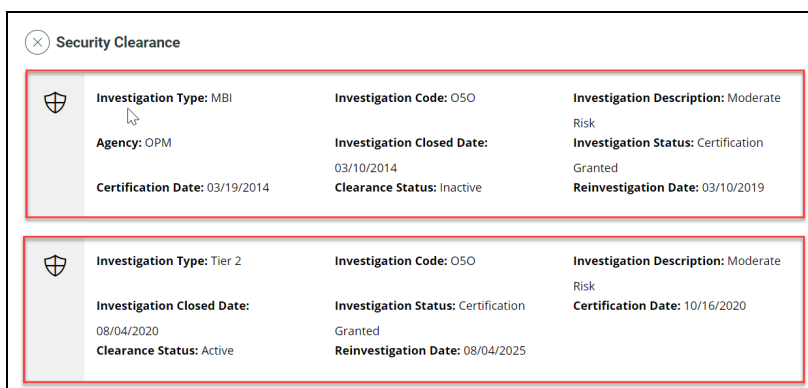
1. From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.



2. From the **Personal Information** page, select the plus sign button next to **Security Clearance**.



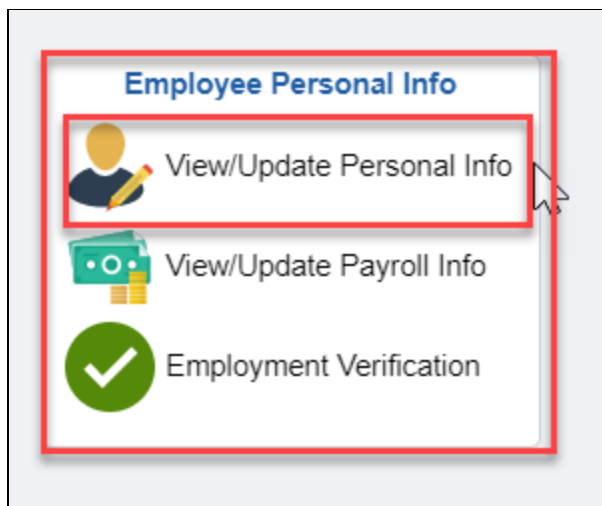
3. The Personal Information page will display information about your background investigation.



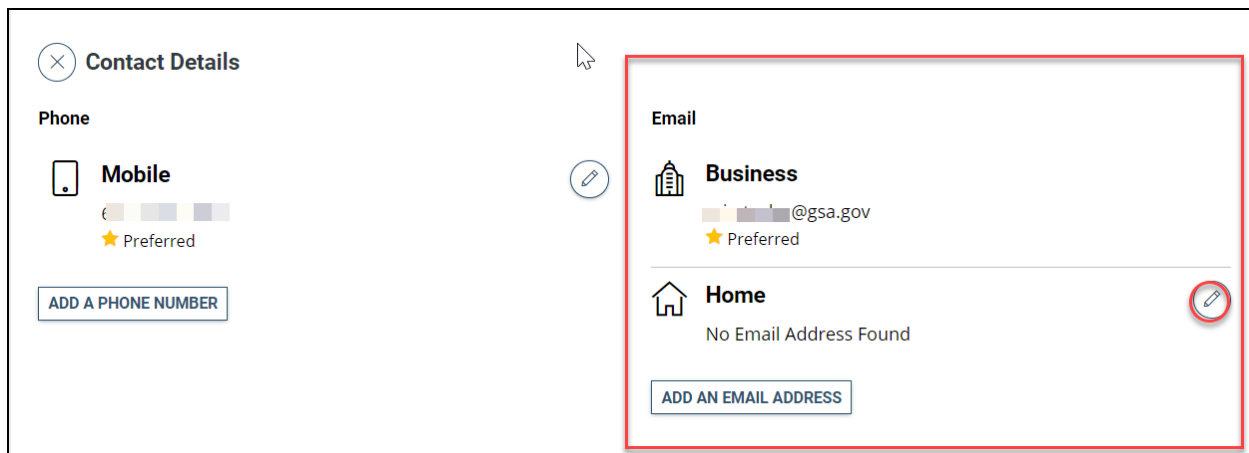
Update Personal Email Address



1. From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.



2. Under **Contact Details, Email**, you'll see your GSA Business email. Your GSA email is automatically marked as Preferred and cannot be edited. However, you can add or update a personal email address by selecting the pencil icon.



3. Select the **email type** (Home = Personal Email address) and enter your email in the **email address** field. Click **Save**.

Email Address

DELETE

EMAIL TYPE
Home


EMAIL ADDRESS


CANCEL SAVE


You have successfully entered a personal email address.

✕ Contact Details

ⓘ You have successfully updated your "Home" email address.

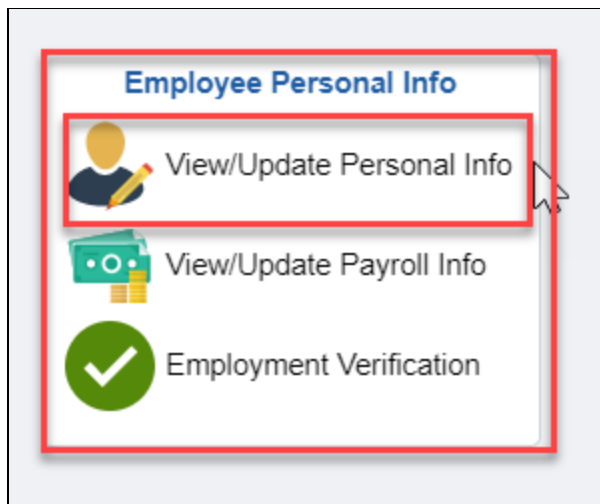
Phone
 **Mobile**
[REDACTED]
★ Preferred
ADD A PHONE NUMBER

Email
 **Business**
[REDACTED]@gsa.gov
★ Preferred

 **Home**
test.test@gmail.com
ADD AN EMAIL ADDRESS

Employee Information

1. From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.



2. On the Personal information page, click on the plus sign to open up your Employee Information.



3. Your Employee information will be displayed. Contact HR if any of your Employee Information is incorrect. **Note:** If your first day at GSA was prior to 1/1/1980, your Original Start Date will be defaulted to 1/1/1980.

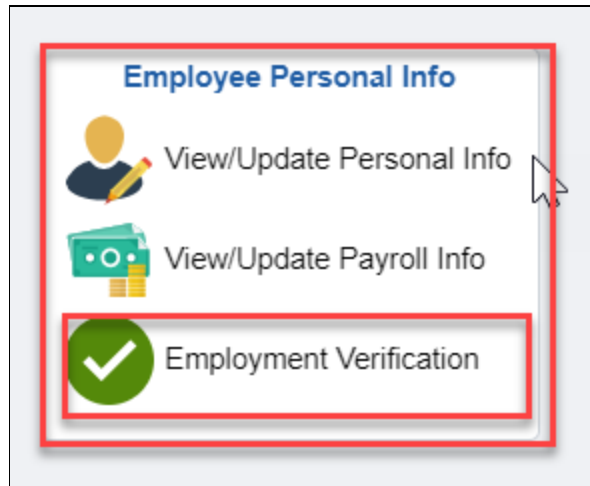
× Employee Information

Contact the Human Resources department if any of your Employee Information is incorrect.

Gender: Female	Date of Birth: <input type="text"/>
Birth Country: United States	Birth State: Florida
Social Security Number: <input type="text"/>	Original Start Date: 08/29/2021
Last Start Date: 08/29/2021	

Employment Verification

1. From the HR Links homepage, select the **Employee Personal Info** Tile; **Employment Verification**.

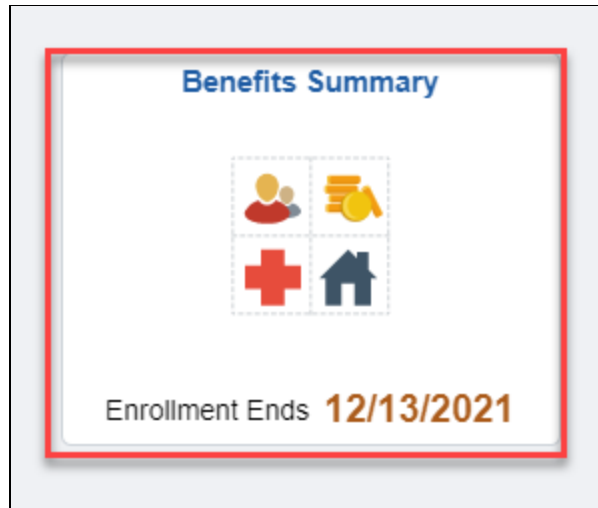


2. The *GSA* and *"The Work Number"* web page will open, which provides information on how to confirm employment and income.



View benefits information

1. From the HR Links homepage, click the **Benefits Summary** tile.











You'll see a summary of your benefits, including your Federal Employees Health Benefits (FEHB) plan, Federal Employees Group Life Insurance (FEGLI) election, retirement plan, and Thrift Savings Plan (TSP) contributions.

Benefits Summary

View a summary of your current benefits coverage

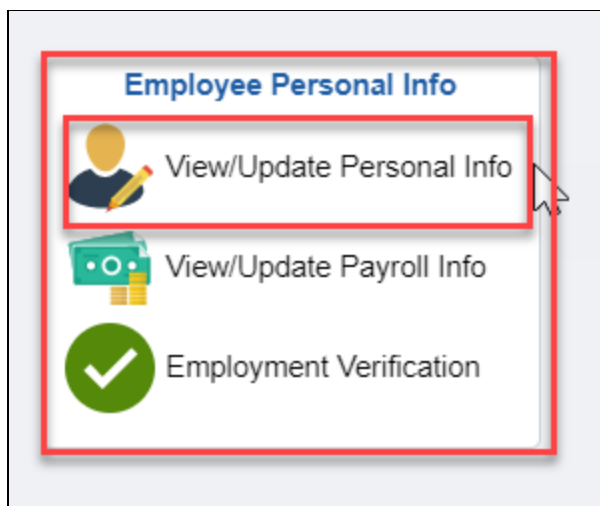
To view your benefits as of another date, enter the date and select Go.

FEHB		
	SELECTED PLAN DESCRIPTION BCBS Service Benefit Plan Basic	COVERAGE DESCRIPTION Self Only 111
FGLI		
	SELECTED PLAN DESCRIPTION Basic Life	COVERAGE DESCRIPTION Salary X 1 + \$2000
	SELECTED PLAN DESCRIPTION Option A - Standard	COVERAGE DESCRIPTION \$10,000
	SELECTED PLAN DESCRIPTION Option B - Additional - 5X	COVERAGE DESCRIPTION Salary X 5
	SELECTED PLAN DESCRIPTION Option C - Family - 5X	COVERAGE DESCRIPTION Enrolled
TSP		
	SELECTED PLAN DESCRIPTION TSP Traditional	CURRENT CONTRIBUTION Currently Not Contributing
	SELECTED PLAN DESCRIPTION TSP Roth	CURRENT CONTRIBUTION \$731 After Tax
Retirement		
	SELECTED PLAN DESCRIPTION FERS and FICA	

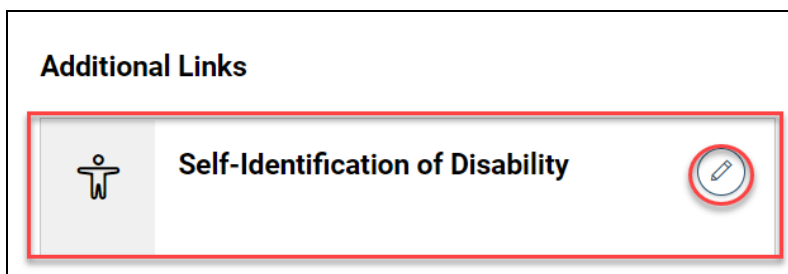
For more information about your benefits, visit the [benefits page on InSite](#). If you have any questions, please contact your [Benefits and Retirement Specialist](#).

View your disability status

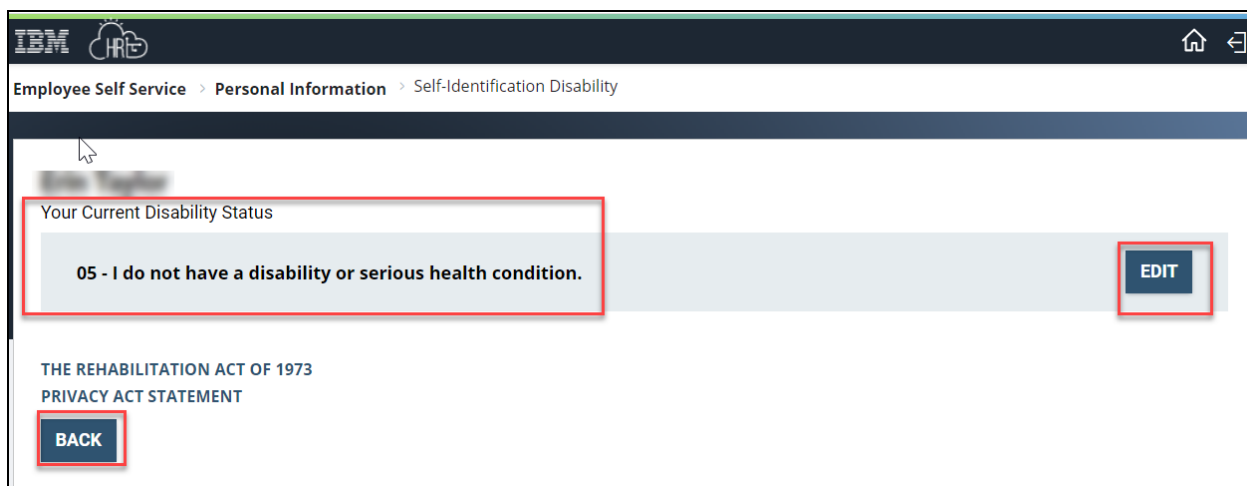
1. From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.



2. From the **Personal Information** page, select **Self-Identification of Disability** at the bottom of the page by clicking on the pencil icon.



3. Your current disability status is shown on the screen. To update your disability status click on the **Edit** button. To return back to the Personal Information page click on the **Back** Button.



IBM HR

Employee Self Service > Personal Information > Self-Identification Disability

Your Current Disability Status

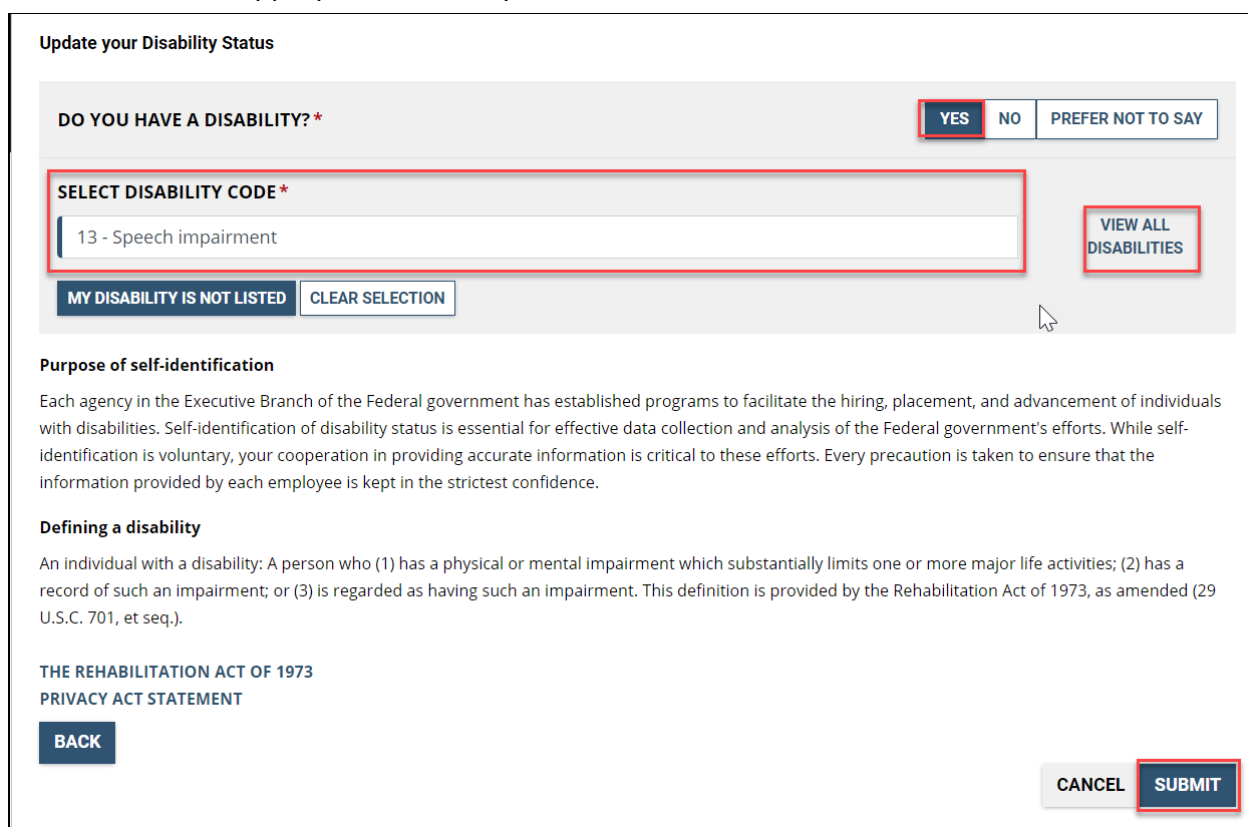
05 - I do not have a disability or serious health condition.

EDIT

THE REHABILITATION ACT OF 1973
PRIVACY ACT STATEMENT

BACK

- To enter a disability select **Yes** and begin typing in the disability code or type into the open field box. You may also select **View all Disabilities** to select from a list. Once you have selected the appropriate disability, click **Submit**.



Update your Disability Status

DO YOU HAVE A DISABILITY? *

YES NO PREFER NOT TO SAY

SELECT DISABILITY CODE *

13 - Speech impairment

VIEW ALL DISABILITIES

MY DISABILITY IS NOT LISTED CLEAR SELECTION

Purpose of self-identification

Each agency in the Executive Branch of the Federal government has established programs to facilitate the hiring, placement, and advancement of individuals with disabilities. Self-identification of disability status is essential for effective data collection and analysis of the Federal government's efforts. While self-identification is voluntary, your cooperation in providing accurate information is critical to these efforts. Every precaution is taken to ensure that the information provided by each employee is kept in the strictest confidence.

Defining a disability

An individual with a disability: A person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. This definition is provided by the Rehabilitation Act of 1973, as amended (29 U.S.C. 701, et seq.).

THE REHABILITATION ACT OF 1973
PRIVACY ACT STATEMENT


BACK

CANCEL SUBMIT

- Your disability status change is now self-approved. You will receive a pop up message stating "Your Changes have been saved!" Select the **Back** button to return to the Personal Information page.

Employee Self Service > Personal Information

Your changes have been saved!



Update your Disability Status

02-Developmental Disability, for example, autism spectrum disorder

Purpose of self-identification

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THE REHABILITATION ACT OF 1973

PRIVACY ACT STATEMENT

BACK

Note: If you have a pending personnel action in the HR Links system you will receive a message that you cannot update your disability status at this time.

Disability Request Error Information

Request failed, further Processing Required

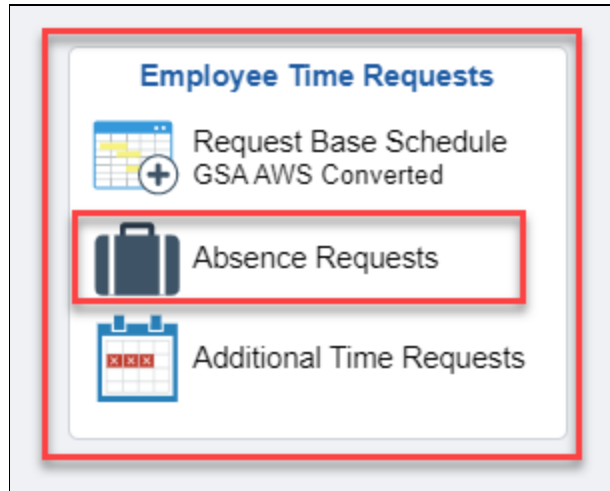
Your request was not successfully processed. Please contact your HR Office for assistance.

OK



View your leave balances

1. From the HR Links homepage, select **Absence Requests** within Employee Time Request Tile.



2. Absence Request page will display your **Annual, Sick and Award Leave Balances**. **Note:** Your **Use or Lose Balance** is displayed under your AnnualLeave.

IBM HR Links

Employee Self Service > Time > Absence

REQUEST ABSENCE

Annual Leave Balance

252.5 Hours

(84.5 Hours Use or Lose)

REQUEST ANNUAL LEAVE

Sick Leave Balance

362 Hours

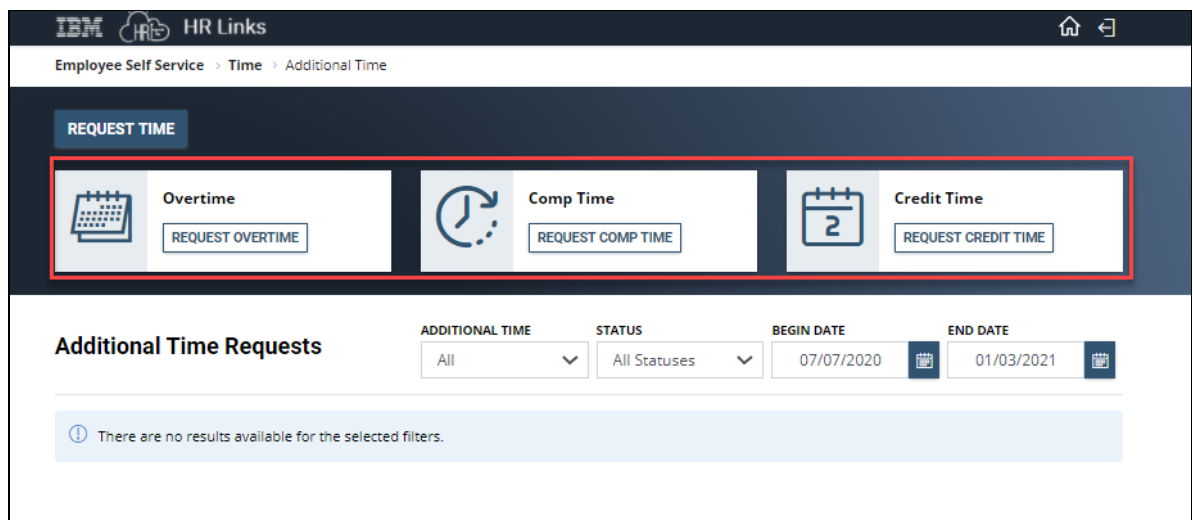
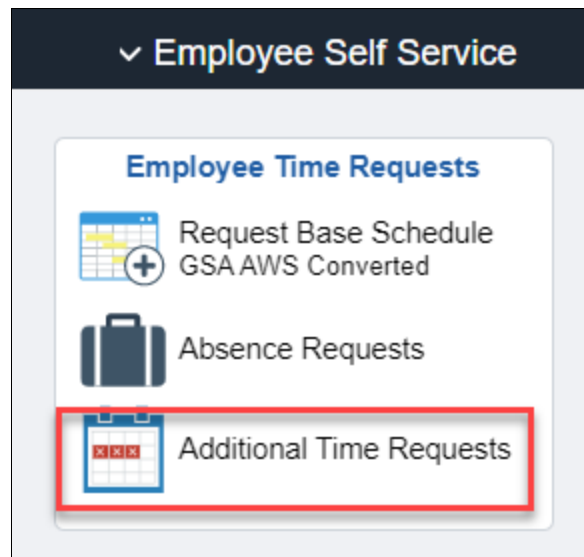
REQUEST SICK LEAVE

The current balance does not reflect requests that have been processed after 08/29/2020.

Absence Requests

ABSENCE	STATUS	BEGIN DATE	END DATE
All	All Statuses	07/07/2020	01/03/2021

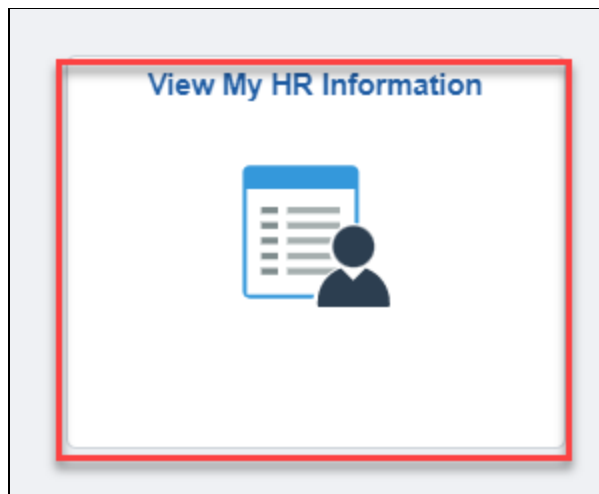
- To view additional balances such as: including Overtime, Comp Time and Credit time, Select **Additional Time Requests** within the Employee Time Requests.





View Your Personnel Actions, Position Information, and Pay Information

1. From the HR Links homepage, select the **View My HR Information** tile.



You'll see your most recent personnel action. To view many personnel actions at once, click on the **Include History** button at the bottom right of the screen, and click **View All** from the Data Control bar.

NOTE: If the **Par Status** field displays anything other than **PRO** (processed) or **COR** (corrected), the action is still being worked by HR and is not yet final. Check back in a few days to view the final personnel action.

The screenshot displays the HR Shared Service interface. At the top, there's a navigation bar with 'Favorites', 'Main Menu', and 'HR Processing USF'. Below this is the 'IBM HR Shared Service' header. A series of tabs includes 'Data Control', 'Personal Data', 'Job Data', 'Position Data', 'Compensation Data', 'Employment Data 1', 'Employment Data 2', 'Attachments', and 'CI Exceptions'. The 'Data Control' tab is active, showing a search bar with 'Empl ID' and 'Empl Record 0'. A 'Find' button is next to the search bar, and a 'View All' button is highlighted with a red box. Below the search bar, there's a table of personnel actions. The table has columns for 'Actual Effective Date', 'Proposed Effective Date', 'Transaction Nbr', 'Sequence', 'Action', 'Reason Code', 'NOA Code', 'Authority (1)', 'Authority (2)', 'Descr (1)', 'Descr (2)', 'Not-to-Exceed Date', 'Par Status', 'Special Processing', 'Contact', 'Emplid', 'Override PI Indicator', 'PI Update Ind', 'Alternate Signature', 'Descr (1) Part 2', 'Descr (2) Part 2', 'Award Data', 'Tracking Data', 'GPPA Website', and 'Cost Center Information'. The 'Par Status' field is highlighted with a red box and shows 'PRO'. At the bottom of the interface, there's a 'Save' button, a 'Return to Search' button, a 'Notify' button, an 'Update/Display' button, and an 'Include History' button highlighted with a red box.

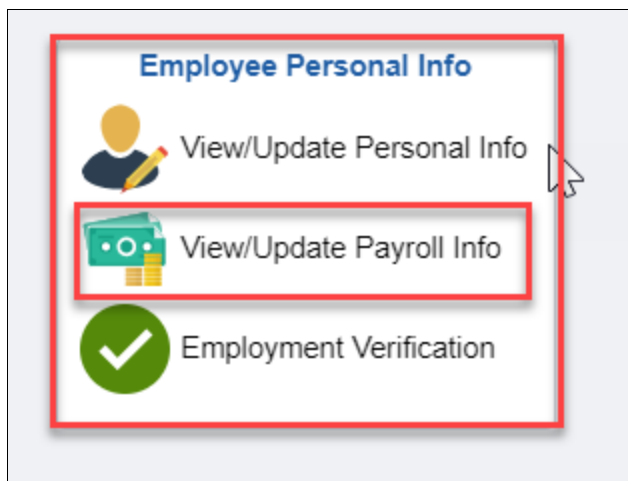


Here's what you can see on each tab:

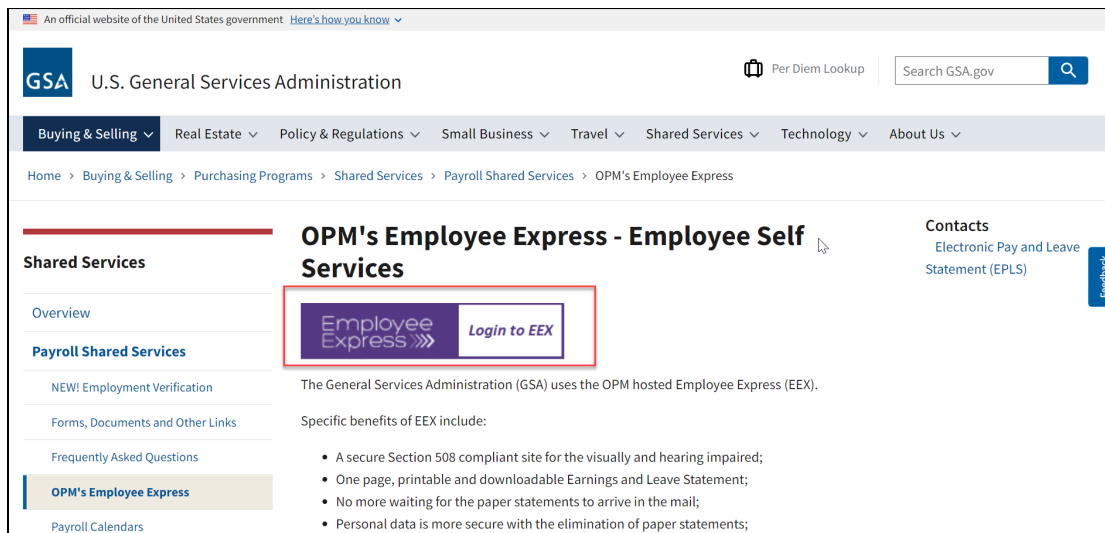
Tab	Information You Can View
Data Control	Your last personnel action
Personal Data	Date of birth, address, phone, veterans information
Job Data	Title, series, grade, location, building you work in (city, state, & building name), Federal Employees Group Life Insurance (FEGLI) election, retirement plan
Position Data	Type of appointment, position occupied (competitive/excepted service), work schedule
Compensation Data	Step, base pay, locality pay
Employment Data 1	Service Computation Dates (SCDs) for leave, Reduction in Force (RIF) and retirement, date of last Within Grade Increase (WGI), Within Grade Increase due date
Employment Data 2	Bargaining Unit Status, probationary period dates

Employee Express

- From your Employee Self Service page, select the **Employee Personal Info** tile and click on the **View/Update Payroll Info**.



- The *OPM's Employee Express - Employee Self Services* web page will open. Select the **Login to EEX** button.



- Log onto [Employee Express](#). You'll see your Earnings and Leave Summary, along with your leave balances (the date indicates when your leave balances were last updated in Employee Express).

New to GSA? You will receive access to Employee Express approximately 5 weeks after your start date. You will receive a personal identification number (PIN) via



email or mailed to your home mailing address directly from the Office of Personnel Management. Employees can contact the GSA Payroll Operations at KC-payroll.finance@gsa.gov for Earnings and Leave information until their accounts are active. For more information visit the [GSA Payroll Website](#).

The screenshot shows the Employee Express web portal. The top navigation bar includes the 'Employee Express' logo and a 'Home' link. The main content area is titled 'Earnings and Leave Summary'. It contains a message stating that the employee is responsible for verifying the accuracy and correctness of the Earnings and Leave Statement and reporting any errors in a timely manner. Below this, it says 'You last successfully logged into Employee Express on 2/13/2019 10:59 PM ET'. A red box highlights the 'Annual Balance', 'Sick Balance', and 'Comp Balance' fields. The 'Annual Balance' field is also highlighted with a red box. The 'Gross Pay' and 'Net Pay' fields are also visible. The sidebar on the left contains links for 'Payroll / Personnel' and 'Miscellaneous'.

5. Select **View Your Earnings and Leave Statement**. Your annual leave category (leave accrual rate) can be found at the bottom of your Earnings and Leave Statement under the “Annual Leave” heading.

Employee Express is also used to:

- Change Federal or State Tax Withholding amounts (Note: if you move to a new state or locality area, contact kc-payroll.finance@gsa.gov to file a new state or locality form.)
- Change Direct Deposit (EFT) and financial allotment information

It is your responsibility to review your Earnings and Leave Statement for accuracy each pay period.



Your electronic Official Personnel Folder (eOPF)

Your eOPF contains official copies of your Standard Form 50s (SF-50s), as well as many of your other HR records, including:

- Beneficiary forms (life insurance, TSP and retirement)
- Documentation of military service
- Insurance election forms (health and life)
- Performance appraisals
- Standard Form 50s (SF-50s)
- More!

[Log on to eOPF](#) to view and print copies of these documents.

New to GSA? You will gain access to eOPF two full pay periods after your start date.